

Records

WAC 296-823-170

Summary

YOUR RESPONSIBILITY:

To obtain and maintain required records

You must

Establish and maintain medical records WAC 296-823-17005	170-2
Maintain a sharps injury log WAC 296-823-17010	170-3

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Rule

WAC 296-823-17005

Establish and maintain medical records

You must

- Establish and maintain an accurate medical record for each employee with occupational exposure
- Make sure this record includes **all** of the following that apply:
 - Name and Social Security number of the employee
 - A copy of the employee's hepatitis B vaccination status, including the dates of all the hepatitis B vaccinations
 - Any medical records related to the employee's ability to receive vaccinations
 - The HBV declination statement
 - A copy of all results of examinations, medical testing, and follow-up procedures related to post-exposure evaluations
 - Your copy of the health care professional's written opinion
 - A copy of the information provided to the health care professional as required.
- Make sure that employee medical records are:
 - Kept confidential
 - Not disclosed or reported to any person, without the employee's written consent, except as required by this section or as may be required by law.



Note:

- In some industries, a medical record is also known as the employee health file.
- You may contract with the medical professional responsible for hepatitis B vaccination and post-exposure evaluation to maintain employee records.



Reference:

You need to follow additional requirements for medical records found in WAC 296-62-052, Access to Records.



WAC 296-823-17010

Maintain a sharps injury log

**Exemption:**

You are exempt from the requirements to record contaminated sharps injuries if you have 10 or less employees.

You must

- Record contaminated sharps injuries on your OSHA 300 or equivalent log.

**Reference:**

Requirements for the OSHA 300 log are found in chapter 296-27 WAC, Recordkeeping and Reporting at <http://www.lni.wa.gov/WISHA/Rules/recordkeeping/>.

**Helpful Tool:****Sharps Injury Log**

You can find a sample form for recording sharps injuries in the Resources section of this chapter.

You must

- Record and maintain contaminated sharps injury information in a way that protects the confidentiality of the injured employee
- Also record the following additional information for contaminated sharps injuries:
 - The type and brand of device involved in the incident
 - The department or work area where the exposure incident occurred
 - An explanation of how the incident occurred.

-Continued-



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Rule

WAC 296-823-17010 (Continued)

You must



Note:

You may record the additional information in any format you choose, such as on the OSHA 300 and 301 forms. It must be retrievable and identifiable to each specific injury.

You must

- Maintain your contaminated sharps injury records for 5 years.

